

10 August 1953

ATTN. : Monetary Branch

25X1A9a

Chief, Accounts Branch

Requests for Treasury Checks Chargeable to Covert Advance Accounts

1. In order to establish a control over and prevent the duplicate posting of amounts representing requests for Treasury checks, the procedure below, with your concurrence, will be followed

a. Based upon the "memorandum of request," the Disbursing Section will prepare Standard Form 1031 for transmittal to the Fiscal Division.

b. A copy of the Standard Form 1031 together with the "memorandum of request" will be forwarded immediately to the Accounts Branch and placed in a suspense file.

c. Upon receipt of the schedule of disbursements the Accounts Branch will match the suspense voucher with the schedule and based upon the "memorandum of request," will record the transaction in the appropriate accounts.

NOTE: It will not be necessary for the Disbursing Section to prepare a posting voucher to record the transaction.

25X1A9a

25X1A9a

APPROVED

25X1A9a

cc:

Chrono
Registry

POP

25X1A9a

Document No.	1
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Enclosed	
Class. Charged To:	TS S (C)
Appr:	NR 792
Date:	21 SEP 1953
By:	24

~~CONFIDENTIAL~~